

City of Gardner Position Description

MAINTENANCE WORKER – PARKS

Position Title: Maintenance Worker - Parks
Department: Parks & Recreation
Reports To: Parks Superintendent
Salary Range: 2
FLSA Status: Non-Exempt (eligible for overtime pay)
Last Update: January 30, 2015

Position Summary:

The Maintenance Worker (Parks) performs semi-skilled work in a wide variety of maintenance and construction tasks.

Job Scope:

Maintenance Worker (Parks) requires job-acquired skills and the use of motorized equipment. This employee may supervise a limited number of seasonal workers when assigned. Work is subject to supervision and review by the Parks Superintendent.

Essential Duties and Responsibilities:

- Maintains park property including mowing, trimming, litter pick-up, weeding, and watering.
- Maintains trees and horticultural displays through planting, soil amendments, weeding, and watering.
- Maintains equipment and vehicles to include preventative maintenance and repairs.
- Removes snow from parking lots, sidewalks, and other areas with plow or with shovels.
- Operates equipment to include, but not limited to, mowers, backhoe, skid steer, tractor, field drag, plows, spreaders, graders, wheel loaders, utility vehicles, etc.
- Carries out a wide range of park construction and repair projects.
- Assists in the maintenance and repair of park and playground equipment including preventative maintenance.
- Conducts inspections for playgrounds, safety equipment, facilities, trails, parks, etc.
- Reports facility and ground concerns or issues to the Parks Superintendent.
- Carries out a wide range of turf, horticulture, and field maintenance at all City athletic facilities.
- Completes chemical applications on turf areas to include parks, public spaces, athletic facilities, etc.
- Monitors and maintains all irrigation systems and related equipment.
- Conducts minor plumbing and electrical repairs.
- Maintains swimming pool operations to include pumps, filtration system, chemicals, controls, Chemtrol automated water treatment system, cleaning, etc.
- Assists in the maintenance and repair of Parks and Recreation facilities
- Performs custodial duties as required.
- Helps direct, train and supervise seasonal, part-time maintenance staff.
- Completes daily reports used to measure performance and efficiency.
- Provides logistics support to recreation programs and special events as assigned.
- Performs basic computer operations with Microsoft Office programs.
- Performs other related duties as deemed necessary or as required.

Education, Certification and Experience Requirements:

High school diploma or GED supplemented by one year experience in semi-skilled maintenance or construction, and/or operation of equipment, similar to that of the assignment or any equivalent combination of training and experience which provides the required knowledge, ability and skill. Requires the possession of a valid driver's license and a good driving record. May be required to complete certifications in Swimming Pool Operations, Forestry Operations, Backflow Check Operations, and Playground Safety Inspections. May be required to obtain a pesticide applicator license.

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Skills, Knowledge and Abilities:

Knowledge of use and care of tools and equipment and ability to assist in the maintenance and repair of athletic facilities, parks, and swimming pools. Ability to operate some maintenance equipment. Aptitude for athletic field maintenance and pool maintenance including pool filtration system and pool plumbing. Ability to follow oral and written instructions. Knowledge of general maintenance procedures. Ability to perform physical labor in varied climatic and work situations. Required to perform on-call responsibilities. Ability to work overtime as requested. Knowledge of job related safety practices. Ability to establish and maintain effective working relationships with the public and other employees.

Tools and Equipment Used:

Pick-up truck, back hoe, skid loader, and other related equipment required to perform park maintenance tasks.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must be capable to negotiate rough terrain on foot to access maintenance problems. In accordance with Department of Labor guidelines this position must be capable of occasionally lifting 50-100 pounds in confined space during execution of duties. Must be capable of exerting 25-50 pounds frequently and 10-20 pounds constantly. Must be capable to operate a variety of motorized and heavy equipment. Requires mobility to complete errands, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned. Must be able to climb in and out of ditches. Must be able to work at heights well above ground level and in manholes below ground level. Requires mobility to complete errands, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, this position functions primarily on a job site. Manual labor is required. Adverse weather conditions including prolonged exposure to temperature and precipitation extremes are a factor, as is exposure to fuels, exhaust, chemicals and hazardous implements and equipment.

Selection Guidelines:

Formal application, rating of education and experience; and successful completion of oral interview; reference check; physical and drug screen; and background checks are required. Job related tests including assessments may be required.

The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.